

Commission on Improving the Status of Children in Indiana
Process for Assignment of Work and Policy Recommendations

Process Steps	Timeframe	Responsibility
<p>STEP ONE: Assignment of Potential Project to Task Force.</p> <p><i>Executive Committee Assigns Potential Project to Task Force with input from the full Commission. Assignment to include:</i></p> <ul style="list-style-type: none">• Clear goals / objectives• Prioritization (vis-à-vis other work already underway)• Timeframe for completion• Output requested (unless output is negotiable with Task Force):<ul style="list-style-type: none">○ Report○ Policy recommendations○ Legislative recommendations○ Information sharing○ Other recommendation (development of possible programs, initiatives, etc.)• Communication of assignment to full CISC	Within one month of assignment	Executive Committee w/ input from full CISC
<p>STEP TWO: Assessment of Potential Project.</p> <p><i>Task Force Chairs Assesses Potential Project. Assessment includes:</i></p> <ul style="list-style-type: none">• Is additional subject matter expertise needed?• Is additional data / research needed?• How will the work be completed? (e.g. subcommittee) Who needs to be involved?	Within one month of assignment	Task Force Chairs
<p>STEP THREE: Preliminary Work Plan.</p> <p><i>Task Force develops Preliminary Work Plan for Executive Committee, including:</i></p> <ul style="list-style-type: none">• Preliminary Work Plan:<ul style="list-style-type: none">○ Detailed Action Steps○ Timeline○ Person(s) Responsible○ Resources Needed○ Recommended Output (unless output is specifically assigned from CISC)	Executive Committee sets due date	Task Force
<p>STEP FOUR: Evaluation of Work Plan.</p> <p><i>Executive Committee evaluates Preliminary Work Plan and either:</i></p> <ul style="list-style-type: none">• Approves Work Plan (with possibly modifications); or,• Decides not to move forward with the project	Next available Executive Committee meeting after receipt of Work Plan	Executive Committee
<p>STEP FIVE: Work Plan Implementation.</p> <p><i>If Work Plan is approved by the Executive Committee, Task Force Implements Work Plan, including:</i></p> <ul style="list-style-type: none">• Creation of a sub-committee, if needed• Implementation of the approved Work Plan• On-going communication to Executive Committee and other Task Forces regarding progress, needed decisions and/or resources• Creation of agreed upon Output	Per Work Plan timeline	Task Force
<p>STEP SIX: Project Output & Completion.</p> <ul style="list-style-type: none">• Task Force provides CISC with agreed upon Output and utilizes “Assignment Completion Report” to provide recommended next steps to CISC	Per Work Plan timeline	Task Force
<p>STEP SEVEN: Voting, Adoption and Implementation.</p> <p><i>Commission takes action, including:</i></p> <ul style="list-style-type: none">• Vote on recommendation• Adoption of recommendation• Ensure next steps and/or recommendations are adopted and implemented	Next available Commission meeting after Project Output received	CISC

